

## SC Department of Education School District Administrative Claiming Quality Assurance Tool

NOTE: "Contractor" means SCDE with which the district contracted for SDAC claiming during the relevant quarter.

**SDAC Quarter:**

**Date of Review:**

**Name of Reviewer:**

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SDAC CONTRACT FILE		MET	COMMENTS/RECOMMENDATIONS
<a href="#">1.1</a>	LEA/DHHS Contract for Administrative Claiming Activities	Yes	
<a href="#">1.2</a>	District contract with SDAC Contractor	Yes	
TO BE MAINTAINED IN THIS QUARTERLY FILE		MET	COMMENTS/RECOMMENDATIONS
<a href="#">2.1</a>	Copy of the personnel roster for the quarter, effective the first day of sampling for the quarter.	Yes	
<a href="#">2.2</a>	Copies of complete random moment sampling (RMS) observations, or the SDAC application report listing all random moment sampling (RMS) observations for the quarter with activity codes (SDAC Coordinator).	Yes	
<a href="#">2.3</a>	Any computations or allocation used in the reimbursement calculation (Usually with Finance or Contractor; see Cost Templates).	Yes	
<a href="#">2.4</a>	A detailed listing of all revenues offset from the claim by source (Usually with Finance or Contractor; see Cost Templates) and supporting documentation on how figures were calculated in the federal offset column	Yes	
<a href="#">2.5</a>	A signed and dated quarterly claim (from Contractor) which includes a statement certifying match.	Yes	
<a href="#">2.6</a>	Copies of all training materials given to staff (SDAC Coordinator)	Yes	
<a href="#">2.7</a>	Date, names of attendees, signed certifications of training and instructors for the training session(s) given (SDAC Coordinator)	Yes	
<a href="#">2.8</a>	Copies of any Validation Exception Reports	Yes	
RECOMMENDED QUARTERLY DOCUMENTATION		MET	COMMENTS/RECOMMENDATIONS
<a href="#">3.1</a>	Communications from Contractor for that Quarter	Yes	

<a href="#">3.2</a>	If appropriate, documentation concerning any changes made to the quarter's roster (e.g., 100% federal employee, volunteer) A copy of SCDE-approved roster should be in file.	Yes	
<b>OTHER SDAC QUARTERS</b>		<b>MET</b>	<b>COMMENTS/RECOMMENDATIONS</b>
<a href="#">4.1</a>	Are there complete audit files for each quarterly claim filed to Medicaid for the last 3 years? (Or longer if there is an ongoing audit exception or investigation?)	Yes	
<a href="#">4.2</a>	Finance/Contractor: Review the included costs for non-sampled supervisory and clerical staff. (6.1) Are these costs allocated to all individuals they support or supervise, not just the persons reported on the personnel roster?	Yes	
<a href="#">4.3</a>	CMS suggests comparison of coded time to direct medical services. CMS May Guide @ 8,43. For health professionals who bill Medicaid and who have reported a billable SDAC activity during the random moment, review whether Medicaid was billed for direct services performed at that time. Since clinical services notes do not record the time of day of service, check to see if the providers' supervisors have records of their schedules.	Yes	
<a href="#">4.4</a>	Did all staff have training PRIOR to participating in a data collection sample either from the SDAC Contractor or trained school district staff? (Review roster from SDAC claim with training record dates.) Spot check whether staff that appear on the quarterly roster had training prior to that quarter.	Yes	
<a href="#">4.5</a>	Does the district have a person who has been trained by contract staff (SDE) to provide SDAC training? (List name.)	Yes	
<a href="#">4.6</a>	What other SDAC training has been provided within the district within the last three years?		
<a href="#">4.7</a>	Does the district roster only include staff who are on the following list?	Yes	
	* Speech language pathologists		
	* Audiologists and Audiology Assistants		
	* SLP assistants		
	* OT		
	* OT assistants		

	* PT		
	* PT assistants		
	* Social workers		
	* Psychologists		
	* Psychology interns		
	* Counselors		
	* Diagnosticians		
	* Physicians		
	* RNs		
	* LPNs		
	* School health aides		
	* Interpreters		
	* O&M specialists		
	* Bilingual specialists		
	* Program and Staffing specialists		
	* Administrators for exceptional children education		
	* Student services personnel		
	* Augmentative specialists		
	* Dietitians		
	* Respiratory therapists		
	* Liaisons for exceptional children education		
	* Other		
<a href="#">4.8</a>	If the answer to the last question was "No," has the district maintained records in its audit file, sufficient to document that the staff engaged routinely in activities that are billable in the SDAC program?	Yes	
<b>REVIEW WITH SDAC COORDINATOR</b>		<b>MET</b>	<b>COMMENTS/RECOMMENDATIONS</b>
<a href="#">5.1</a>	Who implements quality assurance of the SDAC program, and what efforts are made?	Yes	
<a href="#">5.2</a>	Updating the personnel roster quarterly and changing based upon outreach and enrollment efforts specific to the quarter.	Yes	
<a href="#">5.3</a>	Coordination, scrubbing, return of the RMS in SDAC application	Yes	
<a href="#">5.4</a>	Validation of training and use of the exceptions	Yes	

	report; whether additional training is needed and on what SDAC issues.		
<b>SCDE PREPARATION (QA SHOULD CHECK SCDE RECORDS PRIOR TO REVIEW)</b>		<b>MET</b>	<b>COMMENTS/RECOMMENDATIONS</b>
<a href="#">6.1</a>	The district did not discard any RMS samples.	Yes	
<a href="#">6.2</a>	If required, has the district participated in the validation process and other mechanisms for determining when additional training is necessary? (Review RMS Surveys with "Validation: Y" and process with SDAC Coordinator)	Yes	

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